

# Titling Tips

## June 2005

*Titling Tips is a quarterly publication of the Missouri Department of Revenue, Motor Vehicle Bureau, PO Box 100, Jefferson City, MO 65105-0100.*

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### Temporary Permits Must Be Purchased from Jefferson City Central Office

Dealer temporary permits must be ordered through the Jefferson City central office. They are not available through contract offices. A book of temporary permits contains 10 permits and costs \$75.00 plus a \$3.50 processing fee for a total of \$78.50 per book.

Dealers may order books of temporary permits by mailing their orders to:

Department of Revenue  
Accounting Distribution  
PO Box 100, Truman State Office Building  
Jefferson City, MO 65105




See page three for temporary permit requirements. For further information, call (573) 751-4509 Monday through Friday from 7:30 a.m. to 5:30 p.m. or write to [mvbmail@dor.mo.gov](mailto:mvbmail@dor.mo.gov).

### Dealer Operating Manual Updated and Online

The Dealer Operating Manual has been updated and is now available on the web at <http://www.dor.mo.gov/mvdl/motorv/forms/dealermanual.pdf>. You can also obtain a manual by going to the Motor Vehicle Licensing Forms and Manuals page at <http://www.dor.mo.gov/mvdl/motorv/forms/> or the Dealers & Lienholders page at <http://dorx.mo.gov/mvdl/motorv/liendeal/>. The Dealer Operating Manual outlines the legal requirements and responsibilities for motor vehicle and boat dealers and manufacturers and motor vehicle auctions licensed in Missouri.

# Vehicle Registration Receipts Have New Look

The Department of Revenue's (department) Titling and Registration Intranet Processing System (TRIPS) is up and running at the Jefferson City Central Office and some local contract offices. All contract offices will be using TRIPS in the near future. Motor vehicle registration receipts processed through TRIPS will change in appearance. Registration receipts will now be printed on 8 1/2" x 11" white paper (please see the reduced-size example below). The department began producing the new registration receipts on June 20, 2005. The old pink vehicle registration receipts are still valid and will be in circulation until Spring 2008. For further information, call (573) 751-4509 Monday through Friday, from 7:30 a.m. to 5:30 p.m., or write to mvbmail@dor.mo.gov.

NEW MOTOR VEHICLE REGISTRATION RECEIPT						05/24/2005 3:30 PM
						Page 1 of 1
2 0 0 4 2 7 2 0 5 2 0 0 5 D F 3 7 0 5 0 0 0 2 0 0 0 2						
<b>OWNER INFORMATION</b>						
DOE JOHN 123 ANY STREET JEFFERSON CITY, MO 65101						
<b>MAIL TO INFORMATION</b>						
DOE JOHN 123 ANY STREET JEFFERSON CITY, MO 65101						
<b>VEHICLE INFORMATION</b>						
MAKE	YEAR	VEHICLE ID NUMBER	KIND OF VEHICLE	BODY STYLE	FUEL TYPE	
CHEV	1966	160973	TRUCK	PICKU	DIESEL	
ODOMETER	HORSEPOWER	TITLE NUMBER	PURCHASE DATE			
		4985727				
<b>REGISTRATION INFORMATION</b>						
CURRENT REGISTRATION TYPE			CURRENT NUMBER	EXPIRATION		
TRUCK BEYOND LOCAL 6,000 DISABLED STANDARD			18N9	09/2005		
<b>ISSUED INVENTORY INFORMATION</b>						
INVENTORY TYPE		INVENTORY NUMBER				
TRUCK BEYOND LOCAL 6-DP		18N9				
SET TABS - 2005		J6375051				
<b>FEE INFORMATION</b>						
DESCRIPTION			AMOUNT			
AGENT FEE / AGENT FEE			\$7.00			
RAILROAD CROSSING FEE / DIS PER BEYOND LOC TRUCK			\$5.00			
REGISTRATION FEE / DIS PER BEYOND LOC TRUCK			\$34.00			
<b>TOTAL DUE:</b>			<b>\$41.50</b>			
<b>VEHICLE OUT OF STATE:</b> The vehicle described above has not been within the state of Missouri for the sixty (60) day period immediately preceding the date of this application for registration, but will be submitted for inspection at an official safety inspection station within ten (10) days after entering the state by me or my agent.						
I hereby certify that the statement(s) herein are true to the best of my knowledge. I also certify that I have and will maintain, during the period of registration, financial responsibility with respect to each motor vehicle that I own, license or operate on the streets or highways. You must present your insurance card (a copy is acceptable) or other acceptable proof of financial responsibility. Any false statement in this receipt is a violation of the law and may be punished by fine or imprisonment or both.						
SIGNATURE: X			Please verify a payment receipt has been supplied.			
<b>FOR OFFICE USE ONLY</b>						
PREVIOUS NUMBER	EXPIRATION DATE	VERIFICATION				
		Financial Responsibility: Verified Personal Property Tax: Verified Safety Inspection: Out of State				
AAA ST. LOUIS LICENSE 052005 DF3705 WORKSTATION 13		Missouri Department of Revenue PO Box 100 Jefferson City, MO 65105-0100 (573) 751-4509 www.dor.mo.gov/mvdl		272 05/12/2004  2004272052005DF37050002		

## Dealers Filing Notices of Lien

Dealers cannot file Notices of Lien (NOLs) on behalf of the lienholder unless they have contracted with the lienholder to do so. We have received some complaints from lienholders that the lien information on the newly issued title does not mirror what was on the NOL. The department takes the lienholder data from the NOL in order to print the lienholder information on the face of title. However, if the NOL has not been filed by the time the application for title is received, the lienholder information (if any is shown) will be taken from the application for title. For this reason, we encourage lienholders to file their liens online to ensure the NOL is received by Department of Revenue prior to the title application. Lienholders should also communicate with the selling dealer on how the lienholder information should appear on the title application. To file liens online, go to <http://www.dor.mo.gov/mvdl/motorv/forms/5017.pdf>.

## Upcoming Titling Training

July 21, 2005  
Highway Patrol Headquarters  
Lee's Summit

September 15, 2005  
Harry S Truman Office Building  
Room 510  
Jefferson City

November 17, 2005  
Highway Patrol Headquarters  
Springfield

Classes start at 10:00 a.m. and end at 3:00 p.m.

## Temporary Permits Refresher

A temporary permit authorizes a purchaser to operate a motor vehicle or an empty trailer for a period of **30 days** from the date of purchase of the motor vehicle/trailer. Only individuals who have no registration plate(s) available for transfer may purchase the permits. If the applicant has a plate to transfer, he or she must properly title and register the vehicle and cannot purchase a temporary permit.

A dealer:

1. May sell **ONLY** one permit to a buyer of a vehicle that was sold by the dealership for which no license plates are available for transfer.
2. May not issue a temporary permit on a motor vehicle owned by the dealership for leasing/rental purposes;
3. May charge no more than \$7.50 for each permit issued; and
4. May transfer/sell any unissued temporary permits remaining in the dealer's inventory at the time the dealership is sold to the purchasing dealer. The seller must notify the Motor Vehicle Bureau in writing of such fact, including the control number of each temporary permit that was transferred.

## Documents/Fees Required to Obtain Temporary Permits

The Motor Vehicle Bureau will use reasonable diligence to ensure the number of temporary permits requested by a dealer is proportional to the number of sales previously reported on the dealer's monthly sales reports.

For an applicant to purchase a temporary permit from the selling dealer, the following must be submitted to the dealer:

1. A vehicle safety inspection and emissions inspection certificate, if applicable, issued not more than 60 days before the sale of the permit. The

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dealer must record the complete motor vehicle inspection certificate number on the temporary permit record; and

**NOTE:** The safety or emissions inspections are not required for motor vehicles sold on a Manufacturer's Statement of Origin.

2. A \$7.50 permit fee.

### What is the Dealer's Responsibility?

The dealer must record the following on the permit issued by the dealership: the dealer's number; the buyer's name and address; the year, make, and vehicle identification number; and the dates of issuance and expiration.

When recording the expiration date on a temporary permit, record the expiration month using **the first three letters** of the month. For example, if a permit is to expire on September 1, 2005, record "**SEP - 01 - 05.**"

Each book of permits provides a separate form in the front of the book to record the buyer's

name, address, vehicle description and dates of issuance and expiration for each permit. The dealer must complete this form at the time the permit is issued. These records will be kept for inspection by the appropriate officers as defined in Section 301.564, RSMo. The dealer must also record the number of the temporary permits issued in the appropriate column on the dealers monthly sales report, except for temporary permits issued for courtesy delivery vehicles.

**NOTE:** If the permit is issued pursuant to a courtesy delivery arrangement, the dealer issuing the permit must record the words "COURTESY DELIVERY" on the corresponding permit and on the permit record within the permit booklet.

### Titles Mailed to Leasing Companies

Effective immediately, titles issued in the name of a leasing company with the leasing company listed as the lienholder will be mailed to the leasing company regardless of whether or not the leasing company is listed on the "mail to" portion of the title application.

## Ways to Avoid Rejects

- Liens released on or after July 1, 2003, must be notarized and released on the *Notice of Lien* (NOL) or *Lien Release* (DOR-4809) or business letterhead. If the lienholder is a business releasing the lien on their letterhead, the notarized lien release must contain the year, make, vehicle identification number, the date the lien was released (the date the lien was originally created is also suggested), and the signature of an authorized agent.
- The title assignment area on the back of the title must be completed.
  - ♦ All sellers and at least one purchaser must **print their names** and sign the back of the title.
  - ♦ The seller must indicate the odometer reading on the title, if applicable.
  - ♦ The title assignment area must show the purchase date.
- The application for title must be signed by at least one owner.
- The original Manufacturer's Statement of Origin or assigned title must be submitted.

# Titling Tips

Trish Vincent, Director of Revenue  
Julie Allen, Director, Customer Services Division  
Keith Bohl, Manager, Customer Assistance Bureau, Co-Editor  
Krista Adams, Customer Assistance Bureau, Co-Editor  
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